

TULALIP TRIBES – QUIL CEDA VILLAGE

CLASS TITLE: Cashier/Stock Clerk

POSITION NUMBER: QCV-020-10

EMPLOYEE CLASSIFICATION: Non-exempt

TRIBAL DEPARTMENT: Liquor Store

EMPLOYEE REPORTS TO: Shift Supervisor

BASIC FUNCTIONS: Perform cashier/stock related tasks with store assigned and in accordance with written policies and procedures. Accurately and quickly handles customers and money.

REPRESENTATIVE DUTIES:

Essential duties:

- Open and close store
- Greet and assist customers
- Make retail sales to the public
- Operate computer and cash register
- Operate electronic machines (bankcard check and lotto machines)
- Make accurate change
- Responsible and accountable for money and bankcard/check receipts
- Perform daily sales and recap reports
- Receive and account for incoming inventory items
- Assist in cigarette ordering
- Stock shelf merchandise
- Maintain cleanliness and orderliness of displays and storage area
- Perform physical inventory when required
- Perform other job related duties as deemed necessary and requested

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Good oral communication skills
- Good public relations
- Neat appearance
- Stocking skills, physical ability to lift and move stock items
- Excellent math skills (**test required**)

Ability to:

- Have great accuracy with the cash register

EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalent required
- Six (6) months working experience with money
- Six (6) months working experience in a retail business

LICENSES AND OTHER REQUIREMENTS:

- Must be 21 years of age to be employed at the Liquor Store (**Proof must be attached to application**)
- Must have the ability to pass an agility exam to determine if physically capable of performing the required job duties (**Test Required**)
- Must be willing to attend progressive related training as deemed necessary
- Must be able to work evenings, weekends and/or holidays as needed or requested

Must have a successful employment history with Tulalip Tribes and/or other current and past employers

WORKING CONDITIONS:

Environmental:

Tolerance to be exposed to dust, pollen and specific chemicals and foul smells

Physical Demands:

Strength to lift objects weighing up to 40 pounds

Mobility to bend and lift stock items at ground level

Stamina to stand for various lengths of time during shift

Perform strenuous physical activity for more than eight plus hours a day

Manual finger dexterity for operation of computer cash register

PAY RANGE: \$13.35 to \$18.77 per hour

OPENING DATE: On going opening